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Introduction Date	11/15/2016
Enactment Number	16-1789
Enactment Date	11-15-16
By	



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

**OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Board of Education**

To: Board of Education

From: Antwan Wilson, Superintendent
Jennifer LeBarre, Executive Director

Subject: **Grant Award Notifications– Fresh Fruit and Vegetable Program**

ACTION REQUESTED:

Acceptance by the Board of Education of the California Department of Education funding effective July 1, 2016- September 30, 2016.

BACKGROUND:

Grant proposals for OUSD for 2016-2017 fiscal year was submitted for funding as indicated in the chart below. The Grant Face Sheet and grant application packets are attached.

File ID #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
	X	Grant	Oakland Unified School District Nutrition Services	Nutrition Education and Fresh Fruit and Vegetable Snacks		California Department of Education	\$46,580

DISCUSSION

The District created a Grant Face Sheet process to:

- Review proposed grant projects at OUSD sites and assess their contribution to sustained student
- Identify OUSD resources required for program success

OUSD received a Grant Face Sheet and a completed grant application for the program listed in the chart by the school.

FISCAL IMPACT:

The total amount of grants will be provided to OUSD schools from the funder.

- Grants valued at: \$46,580

RECOMMENDATION:

Acceptance by the Board of Education of California Department of Education Fresh Fruit and Vegetable Program Funding 2016-2017 Phase I Notifications according to the terms and conditions set forth in the attached Grant Award Notification letters.

Attachments:

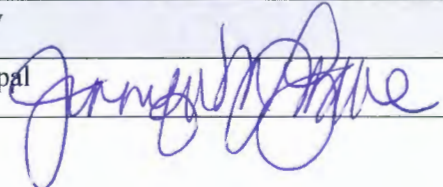
Grant Face Sheet; Grant Award Notifications

OUSD Grants Management Face Sheet

Title of Grant: Fresh Fruit and Vegetable Program	Funding Cycle Dates: July 1, 2016 – September 30, 2016
Grant's Fiscal Agent: (contact's name, address, phone number, email address) District	Grant Amount for Full Funding Cycle: \$43,840
Funding Agency: California Department of Education	Grant Focus: Nutrition Education & Fresh Fruit and Vegetable Snacks
List all School(s) or Department(s) to be Served: Nutrition Services	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	Grant provides funding for a fresh fruit and vegetable snack 3-4 times weekly in 26 low-income schools: Acorn Woodland, ASCEND, Bridges, Burckhalter, CUES, Encompass, Esperanza, Korematsu, Fruitvale, Futures, Garfield, Hoover, Horace Mann, ICS, Lafayette, LWL, Madison Park Lower Campus, Manzanita Seed, Markham, Martin Luther King, Parker, PLACE, Reach, Rise, Sankofa, Think College Now
How will this grant be evaluated for impact upon student achievement? (Customized data design and technical support are provided at 1% of the grant award or at a negotiated fee for a community-based fiscal agent who is not including OUSD's indirect rate of 5.17% in the budget. The 1% or negotiated data fee will be charged according to an Agreement for Grant Administration Related Services payment schedule. This fee should be included in the grant's budget for evaluation.)	N/A
Does the grant require any resources from the school(s) or district? If so, describe.	N/A
Are services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU? (If yes, include the district's indirect rate of 5.17% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)	No
Will the proposed program take students out of the classroom for any portion of the school day? (OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.)	No
Who is the contact managing and assuring grant compliance? (Include contact's name, address, phone number, email address.)	Jennifer LeBarre 900 High St. Oakland, CA 94601 510-434-3334 Jennifer.lebarre@ousd.org

Applicant Obtained Approval Signatures:

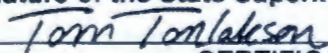
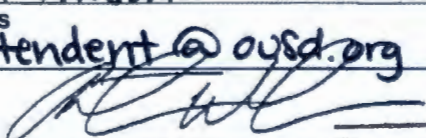
Entity	Name/s	Signature/s	Date
Principal	Jennifer LeBarre		9/22/16

Department Head Jennifer LeBarre
(e.g. for school day programs or for extended day and student support activities)

Grant Office Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Fiscal Officer			
Superintendent	Antwan Wilson		

Grant Award Notification

GRANTEE NAME AND ADDRESS Antwan Wilson, Superintendent Oakland Unified School District 900 High Street Oakland, CA 94601				CDE GRANT NUMBER					
				FY	PCA	Vendor Number	Suffix		
				16	14968	6125	00		
Attention Jennifer Lebarre				STANDARDIZED ACCOUNT CODE STRUCTURE			COUNTY		
Program Office Nutrition Services				Resource Code	Revenue Object Code	Alameda			
Telephone 510-434-3334				5370	8220	INDEX			
Name of Grant Program Fresh Fruit and Vegetable Program						0190			
GRANT DETAILS	Original/Prior Amendments	Amendment Amount	Total	Amend. No.	Award Starting Date	Award Ending Date			
	\$46,580.00		\$46,580.00	0	7-1-16	9-30-16			
CFDA Number	Federal Grant Number	Federal Grant Name			Federal Agency				
10.582	7CA310CA1	Fresh Fruit and Vegetable Program			USDA				
Dear Superintendent Wilson: I am pleased to inform you that you have been funded for the Fresh Fruit and Vegetable Program. This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, this award will be amended accordingly. Please return the original, signed Grant Award Notification (AO-400) within 10 days to: <div style="text-align: center;"> Sauncerae Gans, Analyst Nutrition Services Division California Department of Education 1430 N Street, Suite 4503 Sacramento, CA 95814-5901 </div>									
California Department of Education Contact Sauncerae Gans				Job Title Analyst					
E-mail Address sgans@cde.ca.gov				Telephone 916-323-6775					
Signature of the State Superintendent of Public Instruction or Designee 				Date June 22, 2016					
CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS									
<i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.</i>									
Printed Name of Authorized Agent Antwan Wilson				Title Superintendent					
E-mail Address superintendent@ouisd.org				Telephone 510.879.8200					
Signature 				Date 7-8-16					

James Harris
 President, Board of Education

Grant Award Notification (Continued)

Please note these very important Fresh Fruit and Vegetable Program (FFVP) Grant guidelines:

1. Grantees must follow all of the FFVP guidance issued by the U.S. Department of Agriculture (USDA) and the California Department of Education (CDE) as outlined in the FFVP Application Package for the 2016–17 school year.
 - The USDA's *FFVP Handbook for Schools* (December 2010) can be downloaded at the USDA FFVP Web page at <http://www.fns.usda.gov/cnd/ffvp/handbook.pdf>.
 - The CDE California FFVP Guidelines Web page is available at <http://www.cde.ca.gov/ls/nu/sn/caffvpguidelines.asp>.

2. Each grantee will receive their FFVP Grant award in **two allocations** during the July 1, 2016, through June 30, 2017, grant period:

- **First Allocation: July 1, 2016, through September 30, 2016**
- **Second Allocation: October 1, 2016, through June 30, 2017**

Please note that the initial Grant Award Notification (GAN) letter indicates a grantee's **First Allocation** only. This funding **must be spent by September 30, 2016**. Any unspent funds cannot be used after September 30, 2016, and will be returned to the USDA.

Prior to October 2016, the CDE will provide a second GAN letter to reflect the **Second Allocation** of funding. The grantee may spend these funds from **October 1, 2016, through June 30, 2017**. At the end of the grant period, all unspent funds will be returned to the USDA.

3. Grantees must abide by the FFVP Grant award reimbursement process provided below:
 - Funds will not be disbursed until a reimbursement claim is submitted.
 - Grantees submit reimbursement claims on a monthly basis.
 - FFVP reimbursement claims must be filed within 30 days after the month for which a grantee is claiming reimbursement.
 - Any reimbursement claims submitted in excess of the grantee's total award amount will not be paid.
 - Grantees are responsible for monitoring their award budget to ensure that spending is consistent with allowable costs.
4. All grantees **must** participate in three FFVP Orientation Webinars (Program, Fiscal, and Claiming) in August 2016. Grantees will receive notice in July 2016 of the dates and times the Webinars will be offered.
5. At the end of the grant period, grantees will be responsible for completing a Final Progress Report, which will include information about the variety of fruits and vegetables served, frequency of snack service, snack delivery method, nutrition education offered, and partners assisting with FFVP implementation.

**Permanent Single Agreement for Child Nutrition Programs—
 Fresh Fruit and Vegetable Program Addendum**

School Food Authority Name: Oakland Unified School District	Vendor Number: 6125
Address, City, State, Zip: 900 High Street Oakland, CA 94601	CNIPS ID Number: 1048

This Addendum amends the Permanent Single Agreement (hereinafter Agreement) between the California Department of Education (CDE) and the School Food Authority (hereinafter SFA) for the above Agreement number (Child Nutrition Information and Payment System ID number) and covers the period from **July 1, 2016, to June 30, 2017.**

The undersigned SFA has the authority to enter into this Agreement to participate in the Fresh Fruit and Vegetable Program (FFVP) as authorized by Public Law 110-234 and Section 19 of the National School Lunch Act (NSLA).

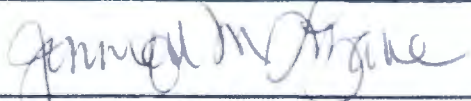
A. It is mutually agreed between the CDE and SFA that:

1. The SFA agrees that the FFVP funds received (or awarded) will only be used for the purposes authorized by Section 19 in the NSLA.
2. The SFA agrees to abide by all of the requirements for administering the FFVP as stated in Section 19 in the NSLA.
3. The SFA agrees to provide funds to the approved school(s) under its jurisdiction for the service of approved fresh fruits and vegetables in accordance with local, state, and federal regulations and requirements.
4. The SFA agrees that the schools identified in Section 3 of this paragraph will implement the program in accordance with the plan outlined in the signed FFVP Application and the federal and state FFVP Guidelines. Changes to the FFVP Implementation Plan must be approved by the CDE's Nutrition Services Division.

B. General Conditions:

1. This Agreement is non-transferable to other SFAs.
2. Neither the CDE nor the SFA has an obligation to renew this Agreement.

This Agreement constitutes the entire Agreement between the parties. No waiver, consent, modification, or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. The Sponsor, by the signature of its authorized representative, hereby acknowledges that he/she has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

School Food Authority Signature: 	State Agency Signature:
Title: Executive Director	Title: Nutrition Education Administrator, Nutrition Services Division
Date: 7/15/16	Date:

This Addendum does not constitute the entire Agreement between both parties with respect to subject matter thereof. Please complete, sign, and return this form to:

California Department of Education
 Nutrition Services Division
 Attn: Sauncerae Gans
 1430 N Street, Suite 4503
 Sacramento, CA 95814-5901

-----For CDE Use Only-----				
Date received:	Date approved:	Date copy returned:	Date Original Filed:	NSD Staff:



CALIFORNIA
DEPARTMENT OF
EDUCATION

TOM TORLAKSON
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

June 27, 2016

Dear Fresh Fruit and Vegetable Program Grantee:

The California Department of Education (CDE) Nutrition Services Division (NSD) congratulates you on receiving one or more **Fresh Fruit and Vegetable Program (FFVP) Grants** on behalf of your school sites. This letter outlines instructions for completing your Grant Award Notification Letter (enclosed), signing the enclosed FFVP Addendum to the Permanent Single Agreement for Child Nutrition Programs (CNP), and information regarding the August FFVP Orientation Webinars.

- **Grant Award Notification Letter (AO-400):** Please read this two page document. This form is your legal, formal acceptance of the grant funds. The grant award listed on the first page reflects the first allocation of the grant and is based on your school site enrollment (\$5 per student). The second page specifies the time frame of the two allocations of funding for your total award and your grantee obligation to follow the reimbursement claim process. Instructions are below:
 - Complete the bottom portion of the form (including signature of authorized agent).
 - Make a copy of the letter for your records.
 - **Mail the original signed Grant Award Notification letter within 10 days of receipt to:**

Saucerae Gans, Analyst
Nutrition Services Division
California Department of Education
1430 N Street, Suite 4503
Sacramento, CA 95814-5901

- **FFVP Addendum to the Permanent Single Agreement for CNPs:** Please read this one page document. This form is a legal addendum to the agreement between your school food authority (SFA) and the CDE to include the FFVP. The U.S. Department of Agriculture requires that the FFVP award be formally recognized as an addendum to the state agreement.

- **Instructions include:**
 - Ensure that the SFA information printed at the top of the form (SFA name, vendor number, address, and Child Nutrition Information Payment System [CNIPS] number) is correct for your agency.
 - Sign and date the SFA portion of the signature section at the bottom of the form.
 - Make a copy of the addendum for your records.
 - Mail the original FFVP Addendum to Sauncerae Gans (address provided above).
- **FFVP Grantee Orientation Webinar Series:** The NSD is providing three FFVP orientation Webinar opportunities for **new and continuing grantees** in late-August. It is expected that representatives from each grantee school site and their FFVP school grant support team participate in the Webinars.

The three Webinar topics are: (1) FFVP Grant Overview, (2) FFVP Fiscal Responsibilities, and (3) FFVP Claiming in the CNIPS. All Webinars contain **new** content. It is especially critical for those staff responsible for completing the monthly reimbursement claim forms to participate in the Claiming in CNIPS Webinar.

Each grantee is required to participate in the Webinar series. The NSD will e-mail specific information in early August for how to register in CNIPS to participate in the live Webinars.

The descriptions, dates, and times of the live Webinars are as follows:

- **Grant Overview Webinar:**
Tuesday, August 23, 2016, 1:30 to 2:30 p.m.
 - **Description:** This Webinar includes a review of the basic components of the FFVP, federal and state guidance for implementation, nutrition education resources, and program promotion. Those staff responsible for implementing the FFVP grant are required to participate.
- **Fiscal Responsibilities Webinar:**
Wednesday, August 24, 2016, 1:30 to 2:30 p.m.

- **Description:** This Webinar includes information on the grant funding schedule (two allocations), allowable and unallowable expenses, procurement, budgeting, recordkeeping, and the reimbursement process. Those responsible for budgeting and claiming should participate.
- **Claiming in CNIPS Webinar:**
Thursday, August 25, 2016, 9:30 to 10:30 a.m.
 - **Description:** This Webinar includes the process for using CNIPS to complete/submit/revise claims, and review of grant funding in two allocations, and allowable and unallowable expenses. Those responsible for completing claims should participate.

If you have any questions regarding this subject, please contact Elizabeth Moreno, Nutrition Education Consultant, by phone at 916-324-9749 or by e-mail at FFVP@cde.ca.gov.

Sincerely,



Kim Frinzell, Nutrition Education Administrator
Nutrition Services Division

KF:em
Enclosure